

# Essential Student Information



**GARSTANG COMMUNITY ACADEMY**



...excellence **in** everyone

# GARSTANG COMMUNITY ACADEMY

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## The School Day

8:40 - 9:10am	Form Time
9:10 - 10:10am	Lesson 1
10:10 - 10:30am	Break
10:30 - 11:30am	Lesson 2
11:30 - 12:30pm	Lesson 3
12:30 - 1:05pm	Lunch
1:05 - 2:05pm	Lesson 4
2:05 - 3:05pm	Lesson 5



## Term Dates 2021 - 2022

### Autumn Term 2021

Re-open	Thursday 2nd September 2021 (all years)
Inset Days	Wednesday 20th- Friday 22nd October 2021
Mid Term Closure	Monday 25th - Friday 29th October 2021 (inclusive)
Closure after school	Friday 17th December 2021 @ 1:15pm

### Spring Term 2022

Re-open	Tuesday 4th January 2022
Mid Term Closure	Monday 14th - Friday 18th February 2022 (inclusive)
Closure after school	Friday 1st April 2022

### Summer Term 2022

Re-open	Tuesday 19th April 2022
Mid Term Closure	Monday 2nd May 2022
Half Term	Monday 30th May - Friday 3rd June 2022 (inclusive)
Closure after school	Friday 22nd July 2022 @ 1:15pm

# A - Z of Garstang Community Academy

## Assemblies

Students in Year 7 will usually attend one assembly each week. Assemblies will generally be based around our 'Theme of the Week'.

## Attendance/Absence

It is important that your child attends school regularly every day in order to make real progress with their learning, develop confidence in school work, build positive relationships and develop their independence.

Please contact school each day your child is absent (by 8.40am) stating their name, form and the reason for absence.

via - [pmx.parentmail.co.uk](mailto:pmx.parentmail.co.uk)

## Behaviour for Learning

The Garstang Community Academy [Behaviour for Learning Policy](#) is an easy to understand, firm but fair system that allows teachers to teach and students to learn.

Our BfL rules are:

- Students arrive promptly to lessons and bring the correct equipment;
- Students wear the school uniform correctly;
- Students act respectfully towards all members of staff and their classmates;
- Students work to the best of their ability and contribute positively to their lessons.

## British Values

We are committed to embracing the British Values of Individual Liberty, Democracy, Mutual Respect, Tolerance and Rule of Law.



## **Bullying and Inappropriate Behaviour**

We do not tolerate bullying or inappropriate behaviour at Garstang Community Academy. If you/your child thinks they are being bullied or that someone is behaving inappropriately, make sure that you tell an adult at the school. If you/your child see another child being bullied or behaving inappropriately please inform an adult at school. If your child is hesitant, a confidential note can be placed in the blue box at reception. Our policy on Bullying is included in the [Behaviour for Learning Policy](#)

## **Buses**

School Bus services are managed centrally through Lancashire County Council with the exception of the Garstang Community Academy 46X service for students who are not entitled to free travel to/from school in the Lancaster and Galgate area.

### **Eligible for transport assistance to/from school**

Information about eligibility for free travel and arrangements for claiming assistance can be found on Lancashire County Council's web page below

<http://www.lancashire.gov.uk/children-education-families/schools/school-transport/free-travel-to-and-from-school/>

### **Not eligible for transport assistance to/from school**

Information on how to buy discounted season tickets for both dedicated school buses and normal service buses for students who are not eligible for assistance with transport costs can be found on Lancashire County Council's web page below

<http://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets/>

### **Garstang Community Academy 46X bus service**

Garstang Community Academy currently contracts the 46X service from Lancaster to school to reduce the travel costs for students living in Lancaster and Galgate. This service is provided as a dedicated school bus for Garstang Community Academy students only.

The cost of this service 2021/2022 is £700 payable over 10 months. Information about this service is available from our finance office –

[finance@garstangcommunityacademy.com](mailto:finance@garstangcommunityacademy.com)

## **Bus Behaviour Expectation**

Students using school chartered or public buses to and from school are expected to be polite, courteous, respectful and behave safely on services, and that students at all times follow the instructions of the driver and / or Bus Monitors. Any student who does not follow this code will be referred through school bus behaviour consequence systems. Poor behaviour should be reported through the school.

## Chewing Gum

This is banned from school premises.

## Communication With Parents

Communication from home to school is extremely important to us. We recognise that you need to know what is happening in school and we need to be able to contact you, with messages or information. We use the electronic systems Parentmail and Synergy.



**ParentMail** - this is used to e-mail / text home important information. We also use this to send forms to you to complete and return. It provides us all with a record of communications.

The school sends an activation e-mail to you, you register and then you can start receiving information. You can download an app to your phone for ease of use.

Please note: The system also provides parents with the facility to make online payments for lunch money, trips and other school shop items.

Information about the systems can be found on our web-site:

[www.garstangcommunityacademy.com](http://www.garstangcommunityacademy.com) or at [pmx.parentmail.co.uk](http://pmx.parentmail.co.uk)

**Synergy** - This parent portal enables parents/carers to have an overview of many aspects of school life including behaviour and attendance. Once registered, parents/carers can view information tailored for their child(ren) i.e. timetable, behaviour rewards and consequences and attendance. We need you to fully support with this communication and ask that you register at the start of the year, which will be prompted by a communication home.



## Cycling to School

Students may cycle to school and we suggest that safety helmets are worn. Cycles are to be left in the secure bicycle shed which is locked during the school day.

## Deadlines

When your child is given homework it will be recorded online in Synergy. Missing homework deadlines can lead to consequences and detentions to catch up on missed work.

## Essential Equipment

We will provide all text books and exercise books necessary for lessons. Here are some additional items that students will need to bring with them to school:

- A large strong bag
- Apron for use in Art and Technology
- Pens and pencils (including a green biro)
- Coloured pencils/felt pens
- Eraser
- Pencil sharpener
- Pencil case
- Ruler
- Pair of Compasses
- Protractor
- Set square
- Scientific calculator



A reading book should be carried at all times.

Please make sure that students bring the correct books for the day's lessons and any additional equipment such as PE kit and food technology ingredients.

***Ensure that all equipment is named.***

## Extra Curricular Activities

There are plenty of these on offer - it is important that students get involved and make the most of every opportunity! Joining in will help students to learn new skills, make friends and have fun.

## Friends

Many students start secondary school with friends from their previous school but some do not know anyone. It is good to keep your old friends but be prepared to make new ones as well, and be friendly to people who are on their own. We ensure that any students starting at GCA on their own or do not know anyone are 'buddied up'.

## Homework

We use Synergy, an online tool to help keep track of students homework. Using Synergy means you will be able to see the details of the homework, deadlines and submission status.

You will be provided with login details to your personal account which is linked to your child's account where you will be able to see your child's To Do list and any homework that is overdue. <http://garstangcommunityacademy.com/parents/synergy>

## Kit

Students need to check their timetable each evening to make sure that they have all the books and equipment that they will need for lessons the following day. Do not forget PE kit. ***Please ensure that all items of kit are labelled.***

## Lockers

Lockers are available to enable students to keep their belongings safe and secure when not in use. Students will keep the same locker from Year 7 until the end of the Spring term of Year 11, when they will be emptied and cleaned, ready for the next Year 7 intake. Parents are requested to pay a contribution for the five years at a cost of £50.00, which is non-refundable. The one off payment can be made through ParentMail.

## Lost Property

Students should always make sure that everything they bring to school has their name on it. If a student loses anything, they need to check in the classrooms that they have been in recently, or the pegs outside C1/Site office.

## Lunchtime, Breaktime & Breakfast

Garstang Community Academy is a Healthy Eating school. Our food serveries are open every day and serve hot and cold meals and snacks, fresh fruit and drinks at breakfast, breaktime and lunch. Vegetarian options and salads are always available. The cost of a main course, dessert and drink is approx. £2.50. Vending machines also stock drinks and healthy snacks.

We operate a cashless catering system (Cunninghams) and student catering accounts can be credited through the online payment system ParentMail and student balances checked via the secure access.

If students wish to bring a packed lunch, it can be eaten in one of the dining rooms. Eating breakfast before school and bringing/purchasing a snack for break time is recommended.

## Mobile Phones

Being allowed to bring a mobile phone to school is a privilege.

Please read the mobile phone policy carefully with your son/daughter.

<https://www.garstangcommunityacademy.com/information/policies>

- Mobile phones and accessories must not be used or noticeable during the school day - i.e. they must be off and in bags at all times.
- Students must NEVER use their phone to send offensive or bullying messages/ material; Students must NEVER take any pictures or moving images of any student or adult in school;
- Students must NEVER have any offensive images or material on their phone

## Music/Instruments

Instrumental lessons for individuals are available for strings, woodwind, brass, piano, drumming and singing. Further details are available from the Music department.



## On-Line Payments



## ParentMail

Garstang Community Academy encourages all parents to engage in our secure on-line payments system.

We use IRIS (Parentmail), a dedicated secure schools payment system, which enables you to pay by debit or credit card for all school activities including lunch money, school trips and tickets, 46X school bus and school shop items. It allows you to keep track of all payments into school and provides reminders for instalments or when your dinner money account is low, making it a fast and more convenient way of managing school payments.

### *How to get started:*

Once you have registered for ParentMail PMX you will be able to see your child's lunch money account (from September) and any items available for you to purchase for your child. To purchase an item or top up your child's lunch account, click on 'payments' then 'go to shop'.

Information about the systems can be found on our web-site:

[www.garstangcommunityacademy.com](http://www.garstangcommunityacademy.com) or [pmx.parentmail.co.uk](http://pmx.parentmail.co.uk)

## **Personal Grooming/Jewellery**

- Hair should be tidy in appearance and of a natural colour;
- Make up (if worn) should be minimal and of natural appearance;
- Nail varnish is not permitted;
- Acrylic or gel nails are not permitted;
- The only jewellery permitted is a wristwatch. For reasons of safety and security - no other jewellery is permitted.

## **Personal Property**

Students should not bring large sums of money, expensive clothing or valuables of any kind to school.

## **Punctuality**

Students must arrive punctually to school and to lessons. The school gates close at 8.40am and students should be in Form registration by 8:40am.

## School Council

The school operates a Student Council with elected representatives from each year group. The council meets frequently and discusses issues raised by the student body.

## Signing In and Out

**IN** - if a student arrives late to school they must report to reception to sign in.

**OUT** - if a student needs to leave school during the day to go to the hospital or orthodontist, or for any other reason, they must bring a letter confirming this. The letter needs to be shown to their tutor at morning registration and handed into reception when you sign out.

***If a student becomes ill during the school day, they must report to their teacher.  
Parents are not to be contacted directly by the student.***

Please ensure that your contact details are up to date and that you can be contacted easily.

## Tutor Time

Students meet with their tutor group for registration every morning.

## Uniform

Students are expected to wear the correct uniform and to maintain the highest possible standards regarding their individual presentation. Full uniform checks take place regularly. **All items of uniform should be labelled.**

- Navy blazer with school crest
- Sleeveless school jumper (optional)
- White long/short sleeved shirt
- GCA Year 7-10 tie or Y11 tie as appropriate
- Medium grey straight-leg trousers or GCA pleated tartan skirt (skirt should be of acceptable length and red lion should be visible) or medium grey shaped-leg trousers
- Plain black ankle socks or plain black tights as appropriate
- Flat plain black shoes - must be closed toe with a back
- Black, dark grey or dark blue overcoat
- GCA polo shirt (from May Day bank holiday only)
- White apron for Food Technology lessons & Blue apron for DT lessons
- Jewellery is not permitted with the exception of a wristwatch

### PE Kit

- GCA contour polo with GCA badge
- GCA contour skort or GCA contour short
- GCA touchline socks
- Training shoes (strictly no 'pimple soles')
- Football boots and shin pads

### Optional

- GCA contour 1/4 zip sweatshirt
- Black/navy long sleeved skins as appropriate
- Gum shield, as required

### School Suppliers

The official sole stockist of uniform for Garstang Community Academy is:

**The Uniform & Leisurewear Company Ltd** ([www.ualonline.com](http://www.ualonline.com))  
66 Church Street, Garstang, PR3 1YA (01995 605010)  
15 Common Garden Street, Lancaster, LA1 1XD (01524 388355)



The  
**Uniform & Leisurewear**  
• COMPANY •

## Wrong Items of Uniform

Students must wear correct uniform every day. In exceptional circumstances, where this is not possible the student must bring a note from home explaining the reason and the short timeframe required to correct the issue. No explanation from home and/or an unacceptable length of time before anticipated correction, will result in students losing their breaks and lunchtimes until an acceptable solution has been arrived at.

Students continually wearing unacceptable items of uniform will be subject to our normal behaviour management routines as they will be considered to be not following reasonable instructions.

**Members of the SLT reserve the right to challenge what they consider to be unacceptable uniform and appearance issues. Members of the SLT may decide to send students home to rectify their uniform and/or confiscate inappropriate items which may then need to be retrieved by a parent. The final decision over subjective interpretations of uniform rests with the Principal.**

## Useful Dates

A calendar with useful dates for parents can be found on our website

<http://garstangcommunityacademy.com/calendar>



# GARSTANG COMMUNITY ACADEMY

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